

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

UNOPA Minutes

UNOPA-University of Nebraska Office
Professionals Association

1987

1987-88 UNOPA Executive Board Minutes, May

Follow this and additional works at: <http://digitalcommons.unl.edu/unopaminutes>

"1987-88 UNOPA Executive Board Minutes, May" (1987). *UNOPA Minutes*. 53.
<http://digitalcommons.unl.edu/unopaminutes/53>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

UNOPA

Date & Place The May 3, 1988, Board Meeting was held in the Electrical Engineering Conference Room (205N/288N WSEC.)

Members Present Linda Arnold Linda Olson Sandy Watmore
 Jan Harris Jeanette Theer Norma Wever
 Dorothy Liska Janet Wagner Judy Yeck
 Kathy Martin

Call To Order The meeting was called to order by President Jan Harris.

Minutes A motion was made by Janet Wagner to approve the minutes as written and was seconded.

Communications No report.

Treasurer's
Report Check balance \$1,159.41
 Deposits 923.00
 Outstanding bills 1,113.80

 Balance 5/3/88 968.61

 Not all the bills have been submitted for the year.

 Norma reported a UNOPA bill of \$315.76 for the tax on luncheons and tablecoths from the General Meetings.

Special Committee
Reports:

Employee Assistance
Program Chancellor Massengale feels the Employee Assistance Program is a worth while program and there is a need at the University for the program, so a Planning Committee has been established to look into possibilities for implementation.

Holiday Closing Sandy Watmore reported that the Committee submitted a report to Chancellor Massengale recommending the policy will continue as it is now with the University closing all non-essential operations for the week between Christmas and New Years with additional special help for the Departments that have genuine concerns about this policy (i.e. mailroom, labs, etc.) by Personnel, Chancellor, Department Chairs, faculty, etc.

Image &
Communication
Task Force The Committee has the proposal in a final draft stage and presented their proposal to Chancellor Massengale.

Silver Pen Award	Should the Silver Pen Award be an annual award? If it is decided to be an annual award, Chancellor Massengale should be contacted for additional monetary support. Twenty-eight nominations were received for the Silver Pen Award.
25th Anniversary	Linda Arnold submitted her report on the success of the evening celebration on April 21, 1988. Linda Arnold made a motion that the responsibility for keeping and displaying the banner donated by the retirees would be the duty of the Hospitality Director. The motion was seconded and the vote was unanimous.
Committee Reports:	
Employee Concerns	No report.
Hospitality	Linda Arnold reported the seals used on the name tags at the 25th Anniversary Celebration would be used for the Officers name tags at Installation.
Membership	Judy Yeck reported there are now 221 UNOPA members. The supply of brochures used in new employees packets is running low. After discussion it was decided to print only 50 more brochures to last through the summer and the new the Membership Chairman will be contacted about updating the brochure before future printing.
Nominating	No report.
Professional Growth	Linda Olson reported a good response from the April 19, 1988 workshop, with 100 in people attendance. A bill of \$200.00, \$100.00 per speaker, will be submitted to the Treasurer with the possibility of funding from the Foundation Funds to be used to cover the speakers expense.
Program	Jan Harris reported that the last meeting of the year will be the "Presidents Meeting."
Publicity	Sandy Watmore will have the three collages and scrap book available for members to view at the May 17, 1988 General Meeting.
UNOPA Notes	Kathy Martin reported that the last issue of the year will be published at the end of May.
Ways & Means	Dorothy Liska reported that \$22.80 was taken in from raffle and silver can donations.
Old Business	The next Board Meeting will be June 7, 1988, at that time the annual reports are due.

Jan Wassenberg received a suggestion for the Boss of Year Award, that the person who has won the nomination should not be called up to the front and given a certificate stating that he/she has been nominated. They should only be called up at the time the announcement is made that they won the Award, so it would remain a surprise until the very end. The suggestion will be passed on the new Professional Growth Chairman.

Five UNOPA members attended the NEOPA Spring Conference in McCook, NE on April 30, 1988.

New Business

A motion was made by Sandy Watmore to give Kay Hartmann a remembrance as recognition of her service as President to UNOPA. Janet Wagner seconded the motion and the vote was unanimous. Jan Harris offered to pick up the item to be given to Kay.

Shirley Howell has requested \$350.00 for hotel expenses for the trip to National Convention in San Francisco, CA in July. After discussion about the bills that UNOPA has left to paid, her request would be put on hold until all expenses that UNOPA as incurred are paid. Then the \$200 budgeted amount will be considered.

A motion was made by Janet Wagner to have Linda Olson contact the Foundation for funds to cover the expenses of \$200.00 for speakers incurred from April 19, 1988 workshop. Norma Wever seconded the motion and the vote was unanimous.

Adjournment

The meeting was adjourned at 1:05 pm.